

IN THE CIRCUIT COURT OF THE SEVENTEENTH
JUDICIAL CIRCUIT IN AND FOR BROWARD COUNTY, FLORIDA

Order Number 2016-14-Gen

**ADMINISTRATIVE ORDER ASSIGNING
JUDGES TO CONFERENCE COVERAGE**

(a) Florida Rule of Judicial Administration 2.215(b)(3) states the chief judge shall “considering available resources, ensure the efficient and proper administration of all courts within [this] circuit.”

(b) In accordance with the authority vested in the chief judge by Florida Rule of Judicial Administration 2.215, it is ordered:

(1) This Administrative Order shall govern the assignment of judges to preside over matters that are presented during either the Florida Conference of Circuit Judges or Florida Conference of County Court Judges and the division judge or civil duty judge or criminal duty judge is attending a conference. The division judge or civil duty judge or criminal duty judge shall advise the Chief Judge and Trial Court Administrator, in writing, as to whether he or she is attending a conference. Any judge attending a conference shall not set any non-emergency matters for hearing.

(2) The day before a conference and the day after a conference shall be included in assigning conference coverage to allow for travel if there is a requirement that a judge is available for emergency matters.

(3) In the event a judge is not able to preside for any reason on the day assigned, the judge is responsible for securing a replacement judge and advising the Chief Judge and Trial Court Administrator, by email, of his or her replacement.

(4) During the Florida Conference of County Court Judges two (2) circuit judges are assigned to preside over first appearance/magistrate hearings and extradition hearings and one circuit judge is assigned to act as the county relief judge. The judge assigned to county relief is also responsible for landlord-tenant orders, motions to stay writs, emergency motions, speedy trials, marriage approvals, and three (3) day waivers. A circuit judge shall have all the power and jurisdiction of a county judge during his or her period of assignment.

(5) During the Florida Conference of Circuit Judges five (5) county judges shall be assigned, one (1) to cover each of the following :

- i. sign probate orders (appointing a guardian advocate, guardian, or personal representative, letters, and emergency ex parte matters);
- ii. conduct the juvenile detention hearings and act as criminal duty judge;
- iii. conduct the dependency shelter hearings and act as civil duty judge;
- iv. conduct civil domestic violence hearings; and
- v. sign civil domestic violence injunctions.

If a county judge from a satellite courthouse is assigned, the judge shall be present at the Central Courthouse during court business hours. The county judge assigned to civil duty or criminal duty is responsible for coverage only if the assigned judge is attending a conference. A county judge shall have all the power and jurisdiction of a circuit judge during his or her period of assignment.

(6) A judge assigned to conference coverage shall arrange his or her docket so as not to conflict with his or her duties for the assigned date.

(7) If the judge assigned to conference coverage is unavailable, emergency matters shall be presented as follows:

Division	Alternates
Circuit Civil	1)Any judge assigned to the circuit civil division 2)Civil Duty Judge 3)Administrative Judge for the Circuit Civil Division 4)Chief Judge
Circuit Criminal	1)Any judge assigned to the circuit criminal division 2)Criminal Duty Judge 3)Administrative Judge for the Circuit Criminal Division 4)Chief Judge
Circuit Probate	1)Any judge assigned to the circuit probate division 2)Civil Duty Judge 3)Administrative Judge for the Circuit Probate Division 4)Chief Judge

Circuit Unified Family Court	1)Any judge assigned to the circuit unified family court division 2)Civil Duty Judge 3)Chairperson for Delinquency, Dependency, or Family 4)Administrative Judge for the Circuit Unified Family Court Division 5)Chief Judge
County Civil	1)Any judge assigned to the county civil division, including the satellites 2)County Relief Judge 3)Chairperson for County Civil 4)Chairperson for County Satellites 5)Administrative Judge for the County Court 6)Chief Judge
County Criminal	1)Any judge assigned to the county criminal division, including the satellites. 2)County Relief Judge 3)Chairperson for County Criminal 4)Chairperson for County Satellites 5)Administrative Judge for the County Court 6)Chief Judge

(8) An attorney or litigant shall present the emergency matter, as set forth above, to only one (1) judge and shall not present the emergency matter to more than one (1) judge. The judge to whom the emergency matter is presented shall enter an order as to whether relief is granted or the assigned judge should hear the matter. Upon entry of the order, the attorney or litigant shall not take the same matter before another judge.

(9) An emergency matter is one in which there is imminent danger to an individual, property, or public safety. It shall be within the discretion of the judge to whom the matter is presented to determine if it is an emergency.

(10) In the event an attorney or litigant cannot locate the conference coverage judge or any alternate judge, the attorney or litigant shall go to the Trial Court Administrator's Office at Room 880A, Broward County Courthouse, 201 S.E. Sixth Street, Fort Lauderdale, Florida 33301 for assistance in locating a judge to consider the matter.

(11) The assignments of judges for conference coverage shall be by memorandum from the Chief Judge.

(12) This Administrative Order replaces and supersedes Administrative Order 2012-38-Gen.

DONE AND ORDERED in chambers at Fort Lauderdale, Broward County, Florida on
Mar. 1, 2016.

/s/ Peter M. Weinstein
Peter M. Weinstein, Chief Judge